Guide to PGR 4 Week Progression Reviews

The 4-week review enables the PGR to formally meet with the full supervisory team and also enables the University to ensure that the researcher is engaging with their studies.

It is the first formal progression point, meaning that PGRs can, should they not engage with the review, be de-registered.

The date of the 4-week review will be determined by the course start date (i.e. the date notified to them in the admissions letter), not their actual start date.

PGR courses always begin on the 1st of the month, the deadline for the 4 Week Review is calculated by adding 4 weeks on to the start date. For example a PGR starting on the 1st October 2025 must have completed the 4 Week Review by the 29th October 2025.

COMPLETING THE 4 WEEK REVIEW – THE PGR'S TASK

As soon as the PGR has been ATR'd (a SITS process to transfer an applicant to a Brunel PGR), they can view the 4 Week Review task in their **'my Research'** page in eVision.

The task is found under the 'My Actions' boxes in a section called '**Progression Reviews'**.

To upload the requested documentation (Research Plan and the 3D Researcher Tool), the PGR needs to click on the '**Upload'** button.

The PGR has to upload the following two documents by clicking the 'Upload' button:

1) **Research Plan** – The PGR is required to upload a 1000-2000 word research plan, which may be a variant of their original research statement submitted as part of their application. PGRs should be able to clearly and concisely articulate:

- the research question to be addressed;
- why it is important;
- methodology to be used;
- timeline.

2) **3D Researcher Tool** – This template can be downloaded by clicking the link in the Template column. Once completed by the PGR it can be uploaded by clicking the '**Upload**' button.

RESEARCH MANAGEMENT TASK

Upload Documentation

Course Details

Enrolment Status:	New Student - Accepted a place not yet Registered	**Mode of Attendance:**	Full-Time
Area of Research:	Comparative law	**Start Date:**	01/Oct/2014
Thesis Title:	-	**Expected End Date:**	30/Sep/2017
Programme:	RES Brunel Law School (PhD)	**Maximum Date for Period of Registration:**	30/Sep/2018
Route:	Law Research	**Supervisor 1:**	Mr Adam Gardner
		Supervisor 2:	Miss Jennifer Kendall

Date of Review: 01/Oct/2014

To upload your Research Plan and 3D Researcher Tool, please select the file using the '**Upload**' button.

Once the correct file is selected, name your file and click the '**Next**' button to store the document in the system.

Your supervisor will be notified when the document has been successfully uploaded.

You can view an uploaded document by clicking 'View' and can remove an erroneously updated document by clicking '**Remove**'.

Document Type	Template ⓘ	Date Uploaded	Filename	Actions
Research Plan	Click Here	-	-	Upload
3D Researcher Tool	Click Here	-	-	Upload

Click '**Next**' to continue

Back   Next

Once the document has been uploaded, the primary Supervisor will be emailed to notify them. The status of the review will change to **'Pending Supervisor Sign Off'**.

Progression Reviews				
Meeting Type	Review Date	Review Complete?	Upload Documentation	View Report
4 Week Review ⓘ	Meeting Date: 01/Oct/2014 Meeting Location: To Be Confirmed Maximum Deadline: 29/Oct/2014	Pending Supervisor Sign Off	Upload ⓘ	View Report

If the PGR wishes to review or delete an erroneously uploaded document they can do so from the '**Upload**' screen at any time:

Document Type	Template ⓘ	Date Uploaded	Filename	Actions
Research Plan	Click Here	15/Sep/2014	Research Plan	View Remove
3D Researcher Tool	Click Here	-	-	Upload

COMPLETING THE 4 WEEK REVIEW – THE SUPERVISOR'S TASK

To review the uploaded documentation and to record a progression decision for the PGR, the supervisor needs to go to the '**Departments"** page in eVision and click on the '**Supervisor Dashboard**' button:

Research Management Facility

Student Requests Inbox

Supervisor Dashboard
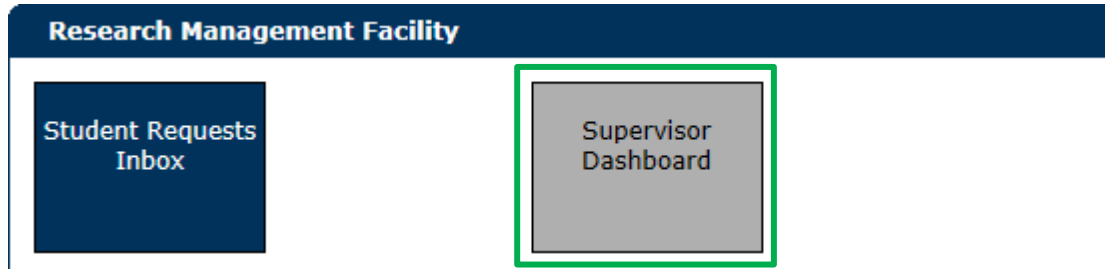
Clicking the **'Supervisor Dashboard'** button takes the supervisor to an overview of all PGRs that fall under their supervision. As well as the notification email, all pending 4 Week Reviews are highlighted with a red exclamation under the **'Current Progression Point'** column.

Click anywhere on the **'Current Progression Point'** cell to access the documentation:

The supervisor can take the following actions on this screen:

1) Update Meeting Date

To ensure that the PGR knows when and where to meet with the supervisor, the supervisor can update the date, time and location of the meeting. Click the **'Change'** button to update.

Fill in the requested details:

Entering a new meeting date, time and location in the field below and clicking 'Next' will email the student with the new date, time and location.	
Maximum Due Date:	29/Oct/2014
Agreed Date of Meeting:	15/Oct/2014
Time:	14:00 *in format HH:MM*
Location:	Lecture Centre - Room 3
Click '**Next**' to continue	

Clicking '**Next**' will send an automated email to the PGR and will update the time, date and location of the meeting in their view of **'my Research'**.

2) Update Status

To review the uploaded documentation and record a progression decision, click the **'Update Status'** button.

Progression Reviews				
Meeting Type	**Review Date**	**Review Complete?**	**Update Status**	**Meeting Report**
4 Week Review ⓘ	Change **Meeting Date:** 01/Oct/2014 **Meeting Location:** To Be Confirmed **Meeting Deadline:** 29/Oct/2014	Pending Supervisor Sign Off	Update Status	View Report

The uploaded documentation can be viewed by clicking the 'View' button:

Document Type	Date Uploaded	Filename	Actions
Research Plan	15/Sep/2014	Research Plan	View
3D Researcher Tool	15/Sep/2014	Research Tool	View

Maximum Due Date:	29/Oct/2014
Date of Review:	15/Oct/2014
Student Attended:	Yes
In Attendance:	☑ Mr Adam Gardner
	☐ Miss Jennifer Kendall
	☑ Other
	Enter additional attendee: A Nother Person

Following on from the review, this screen is used to record the date that the review was held on, whether or not the PGR attended and who attended the review.

The following dropdowns and fields all require completion. All text entered will be displayed to the PGR in their **'my Research'** view:

Please complete all fields displayed below:

Has a research plan been prodcued?
[--- Please Select --- ▾]

Additional notes/actions for the development of the plan:

Did the plan include a research data management plan and a research ethics plan?
[--- Please Select --- ▾]

Additional notes/actions for the data management/research ethics plan:

Has the 3D Researcher Tool been completed?
[--- Please Select --- ▾]

Please enter any comments regarding the 3D Researcher Tool below:

All students are required to complete the Res Int Training Module by the 9 month review. Please list any other training requirements below:

Progression Status:
[--- Please Select --- ▾]
Click 'Next' to continue

Select from the following Progression Statuses:

1) **Progress** (PGR continues as normally)

2) **Provisionally Progress** (PGR's progress is initially unsatisfactory can be reviewed after an additional 2 weeks)

3) **Do Not Progress** (PGR has made no contact, has made no attempt to upload documentation and PGR Centre Operations will be notified to deregister the PGR).

When the progression decision is recorded, the PGR will be emailed with a notification and their view in my Research will be updated.

The PGR can review all of the review text and associated documentation by clicking **the 'View Report'** button:

Progression Reviews				
Meeting Type	**Review Date**	**Review Complete?**	**Update Status**	**Meeting Report**
4 Week Review ⓘ	**Meeting Date:** 15/Oct/2014 (14:00) **Meeting Location:** Lecture Centre - Room 3 **Meeting Deadline:** 29/Oct/2014	Review Complete	Update Status	View Report